

# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Payroll

**Vendor Response Codes:**

S = Standard Function ("Out-of-the-Box")

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	<b>Payroll General Requirements</b>					
PY 1.00	The Payroll component is designed to meet a number of management and accounting objectives. These objectives include the ability to:					
PY 1.01	Maintain data files for year-to-date totals (fiscal and calendar year) by individual employee and source of fund.					
PY 1.02	Provide a single approval point for all payroll hours, leave hours					
PY 1.03	Control distribution of payroll check / warrants to State Departments / Agencies.					
PY 1.04	Retain State taxes, payment of Federal taxes withheld, comply with Federal and State payroll tax reporting requirements.					
PY 1.05	Review employee pay and benefit detail on-line					
PY 2.00	Produce W-2 forms - Generate the forms in the correct format and have the ability to select from varying formats (i.e. mailer or side by side).					
PY 3.00	Calculate and produce duplicate W-2 forms for multiple years					
PY 4.00	Maintain salary, deduction, and pay history for each employee for user defined number of periods					
PY 5.00	Provide ability to archive and retrieve employee payroll data based on user defined criteria					
PY 6.00	System should contain flexible workflow for approval and routing of the all payroll events, including:					
PY 6.01	Proof list review prior to payroll processing					
PY 6.02	Online check processing					
PY 6.03	Updating of payroll calculation tables (deductions, taxes, etc.)					
PY 7.00	Payroll will be integrated with the following system components:					
PY 7.01	Personnel Administration					
PY 7.02	Benefits Administration					
PY 7.03	Compensation					
PY 7.04	Position Control					
PY 7.05	Cost Allocation					
PY 7.06	Accounts Payable					
PY 7.07	General Ledger					
PY 7.08	Labor Distribution					
PY 7.09	Budget Development					

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PY 7.10	Budget Control					
PY 7.11	Time & Labor					
PY 7.12	Leave Accounting					
PY 8.00	Payroll will interface with various other systems, including:					
PY 8.01	ARP (Treasury)					
PY 8.02	Third party carriers (coverage information, deduction amounts, etc.)					
PY 8.03	Worker's compensation (for payment information)					
PY 8.04	Retirement					
PY 8.05	Bargaining units (union dues)					
PY 8.06	Other governmental agencies (IRS, SSA, etc.)					
PY 8.07	Other departmental timekeeping systems (DOT, Multi-Trak)					
PY 8.08	TDOT Maintenance Management System					
PY 9.00	Employee self-service capabilities with at least the following:					
PY 9.01	Review of pay and deductions					
PY 9.02	Request duplicate W-2					
PY 9.03	Sign-up for savings bonds					
PY 9.04	Review savings bonds purchased and any accumulated balance					
PY 9.05	What-if capability for determining effect on paycheck of changes to deduction, exemptions, etc.)					
PY 9.06	Request duplicate pay stubs					
PY 9.07	Request that remittance advice be sent via email rather than US mail					
PY 10.00	Key Payroll volumes:					
PY 10.01	Employees - 50,000					
	<b>Calculations</b>					
PY 11.00	Base rate calculations as defined in Compensation using salary schedules, hourly rates, per visit, etc.					
PY 12.00	Calculate additional pay as defined in Compensation (flat rate, % of base, skills & certificates, etc.)					
PY 13.00	Ability to assign unlimited number of additional pay types to an individual employee. May be assigned for current pay period only or on an ongoing basis consistent with rules contained in Compensation for that type of pay.					

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PY 14.00	Calculate schedule and level bonuses (pay at a different level in the salary schedules based on eligibility for this bonus)					
PY 15.00	Provides automatic calculation of step, increment and percentage increase amounts for all employees based on user defined criteria					
PY 16.00	When computing step increase timing, system must provide for a step increases at varying time intervals based on user defined parameters (ex - step increase in 1/2 normal time if below bottom of range after a promotion)					
PY 17.00	Automatically calculate salary when personnel actions change compensation (promotions, demotions, etc.)					
PY 18.00	Allow one employee to have multiple pay statuses during any pay period (hours worked, vacation, sick leave, etc.)					
PY 19.00	Allow one employee to be paid in more than one position during a pay period					
PY 20.00	When more than one position is used for the pay period, the position that is designated as primary governs benefit, leave, and other calculations					
PY 21.00	Provide the ability to properly calculate pay for employees that transfer during a pay period such that:					
PY 21.01	Pay is prorated based on both salaries					
PY 21.02	Benefit costs are determined by user defined selection (benefits that were effective at the start of the period, benefits that were effective at the end of the period, prorated)					
PY 21.03	Leave accruals and eligibility are determined by user defined selection (leave rules that were effective at the start of the period, leave rules that were effective at the end of the period, prorated)					
PY 21.04	User parameters for charging costs to cost centers					
PY 22.00	Calculate leave payments in accordance with rules and methods specified in leave accounting					
PY 23.00	Calculate/verify overtime consistent with FLSA rules and MOU's, including:					
PY 23.01	Overtime calculations over more than one position					
PY 23.02	Overtime across multiple departments					
PY 23.03	Overtime that is recorded on multiple timesheets					

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PY 23.04	Overtime calculations for various user defined thresholds (over 40 hours, over 160 hours, etc.)					
PY 23.05	Overtime determination by job class					
PY 23.06	Overtime may be accumulated as CTO based on user defined rules					
PY 23.07	Recognize differences between FLSA time periods and pay periods / work schedules					
PY 24.00	Determine how overtime has been earned by cost center to allow for proper cost accounting					
PY 25.00	System calculates employee deductions and State contributions based on rules specified in Benefit Administration using the following variables:					
PY 25.01	Fixed amount					
PY 25.02	% amount of pay (base pay, all pay, departmental pay, etc.)					
PY 25.03	Limit amounts (State defined and employee defined)					
PY 25.04	Start date					
PY 25.05	Stop date					
PY 25.06	Process of arrears options as specified by employee (employee may defer payment according to State policy and still maintain benefits)					
PY 25.07	One time overrides to amounts					
PY 25.08	User and employee defined distribution of cafeteria benefits					
PY 26.00	Provide the ability to process garnishments:					
PY 26.01	Fixed amount					
PY 26.02	Fixed amount up to a % of pay					
PY 26.03	Fixed amount Plus % up to a maximum					
PY 26.04	% of disposable income limit					
PY 26.05	Multiple payees					
PY 26.06	Show on paycheck stub option					
PY 26.07	Processing fee					
PY 26.08	Total amount					
PY 26.09	Types of earnings					
PY 26.10	Start date					
PY 26.11	End date					

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PY 26.12	Ability to process multiple garnishments per employee and assign user defined priorities					
PY 27.00	Calculate tax amounts in accordance with:					
PY 27.01	Legal requirements					
PY 27.02	Employee elections					
PY 27.03	Withholding of additional amounts as specified by employee					
PY 27.04	Considerations for pre-tax salary reductions for certain items (401K, flexible spending accounts, mega-flex, etc.)					
PY 27.05	Effective date of tax					
PY 28.00	Support the deduction, processing, and tracking of 401K and 457 contributions (including monitoring limits and providing information and payments to plan administrators) and other State sponsored employee retirement savings plans					
PY 28.01	Deductions from employee payroll					
PY 28.02	Tracking of amounts					
PY 28.03	Calculate appropriate tax whether pre-tax or post-tax contribution					
PY 28.04	Provide information and payments to plan administrators					
PY 28.05	Calculation of State match and payment to plan administrators					
PY 28.06	Ability to suspend State match					
PY 28.07	Ability to track amounts of suspended match and retroactively apply the match					
PY 29.00	Provide the ability to process salary deferrals					
PY 29.01	Track deferral amounts					
PY 29.02	Calculate taxes on any amounts deferred as provided by the deferral program					
PY 29.03	Payment of deferral amounts when elected					
PY 30.00	Provide for the deduction of user specified amounts (misc deductions)					
PY 31.00	Provide for user specified deduction priorities (consistent with legal requirements)					
PY 32.00	System provides Savings Bond processing					
PY 33.00	Track deduction amount, purchase amount, owners					
PY 33.01	Provide sign-up and inquiry via employee self service					
PY 33.02	Provide separate bond address					

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PY 33.03	Automatically change bond address when employee address changes with ability to override					
PY 33.04	Purchase multiple bonds per payroll cycle, including different denominations and owners					
PY 33.05	Accumulate balance across pay periods if funds not sufficient to purchase bond					
PY 33.06	Support series of saving bonds, including e-bonds and I-bonds					
PY 33.07	Process bond deduction refunds during pay event cycle.					
PY 34.00	Perform calculations and processing required for employee terminations					
PY 34.01	Salary and additional pay					
PY 34.02	Payoff of vacation, etc.					
PY 34.03	Longevity					
PY 34.04	Purchased leave					
PY 34.05	Defer payoff of benefits at the time of termination (pay later and in installments)					
PY 34.06	Ability to produce a separate check for termination pay at employee option					
PY 34.07	Ability to combine last regular check and payoff check					
PY 35.00	Support retroactive processing for the following types of events:					
PY 35.01	Hours adjustments					
PY 35.02	Additional pay adjustments					
PY 35.03	Salary adjustments for an individual					
PY 35.04	Salary adjustment to a group of individuals due to schedule changes					
PY 35.05	Deduction adjustments to individuals					
PY 35.06	Deduction adjustments to groups of employees due to changes to benefit rates, etc.					
PY 35.07	Leave balances					
PY 35.08	Contributions (savings plans, retirement plans, cafeteria plans, etc.) including both employee and State contributions					
PY 35.09	Reinstatements					
PY 35.10	Terminations					

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PY 36.00	Provide for the ability to override compensation table amounts for individual employees					
	<b>Pay Processing</b>					
PY 37.00	System must allow for various pay cycle frequencies:					
PY 37.01	Monthly (existing)					
PY 37.02	Semi-monthly (existing)					
PY 37.03	Bi-weekly					
PY 37.04	Weekly					
PY 37.05	Special (on demand)					
PY 38.00	Ability to select a group of employees for any payroll processing event					
PY 39.00	Ability to run pay calculations as a "proof" run for review prior to the final pay run:					
PY 39.01	Flag exception conditions (zero hours, over X hours, incomplete benefit data, etc.)					
PY 39.02	Allow adjustments to data prior to the final run					
PY 39.03	Recalculate only that is required based on changes					
PY 40.00	Produce various user definable pay stub and check (if requested) formats					
PY 41.00	Provide for direct deposit of employee pay to one or more bank accounts based on employee and user selectable options					
PY 42.00	Automatically resumes employee deductions when return to work (including electronic notification of insurance carriers)					
PY 43.00	Calculate pay on-line and produce checks including deductions and taxes					
PY 43.01	Validate against employee's master file for deductions, job classification, tax data, etc.					
PY 43.02	Update all employee and employer accumulators automatically					
PY 43.03	Include in pay event reconciliation					
PY 43.04	Entered at any point in time					
PY 43.05	Print to a remote printer					
PY 43.06	Batch manual check / warrants to print together					
PY 44.00	System allows for two or more checks per employee as required.					
PY 45.00	Provide ability to cancel and reissue checks and direct deposits					

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PY 46.00	Provide the ability to enter information regarding any manual checks created					
	<b>Audit and Controls</b>					
PY 47.00	Provide controls that specify expected minimum and maximum hours and amounts by:					
PY 47.01	Department					
PY 47.02	Division					
PY 47.03	Job class					
PY 47.04	Other user specified					
PY 48.00	Prior to payroll processing, validate beginning balances against ending balances from last run - stop processing if error occurs (must consider any valid transactions that have occurred between pay cycles)					
PY 49.00	Provide the ability to define error condition counters that will allow payroll to continue processing if individual errors occur, but will stop processing if large numbers of errors are identified (indicating an underlying set-up problem).					
PY 50.00	System provides validations at field level for both on-line and batch input such as:					
PY 50.01	Validation of all input for new employees					
PY 50.02	Validation of changes for current employees on the master file					
PY 50.03	Validation of all deduction changes					
PY 50.04	Validation of cost accounting data elements					
PY 50.05	Balance of total rate, hours, over-time hours, exception hours					
PY 50.06	Balance of vacation and sick used by					
PY 50.07	Department / Agency					
PY 50.08	User defined					
PY 51.00	System provides totals for reconciliation of:					
PY 51.01	Changes to employee pay, deductions, and taxes					
PY 51.02	Changes to employer deductions and taxes					
PY 51.03	Government reporting for each employee					
	Department/division					
	Deferred comp (employee and State match)					
	Other user specified					



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PY 52.00	System provides historical records for every financial transaction as a complete audit trail.					
PY 53.00	System provides a complete audit trail of all records updated on-line.					
PY 54.00	System provides a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced, including:					
PY 54.01	Hours by type					
PY 54.02	Earnings by type					
PY 54.03	Employee tax liabilities					
PY 54.04	Employee deduction amount					
PY 54.05	Employer contribution amount					
PY 54.06	Deductions not taken and set-up in arrears					
PY 54.07	Employer portion of all taxes					
PY 54.08	Any user specified chart of account field or combination of fields					
PY 54.09	Totals by employee, project, cost center, division, department, total State					
	<b>Reporting &amp; Queries</b>					
PY 55.00	The system will provide for online access to all detailed payroll data with appropriate security					
PY 56.00	System will include a flexible report writing capability that will allow reports to be formatted easily by user personnel					
PY 57.00	System produces the following standard reports:					
PY 57.01	Employee profile					
PY 57.02	Savings Bonds					
PY 57.03	Promotions report					
PY 57.04	Personnel roster					
PY 57.05	Purged employee listing					
PY 57.06	Leave of absence					
PY 57.07	Elected officials roster					
PY 57.08	FLSA overtime report					
PY 57.09	Deferred compensation report					
PY 57.10	Manual issue check / warrant / warrant listing					
PY 57.11	Miscellaneous deduction maintenance listing					
PY 57.12	Workers' Compensation report					
PY 57.13	Master file maintenance listing					

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PY 57.14	Current, quarterly, & year-to-date balancing reports					
PY 57.15	Selected deduction register by code					
PY 57.16	Quarterly withholding summary					
PY 57.17	Quarterly State unemployment insurance					
PY 57.18	Adjustment register (supplemental payroll register)					
PY 57.19	Workers' Compensation attendance history report					
PY 57.20	Levy tracking report by type (garnishments)					
PY 57.21	W-2 audit / final reports					
PY 57.22	Net deposit financial institutions					
PY 57.23	Mid-pay period changes report					
PY 57.24	Administrative management roster					
PY 57.25	W-4 changes					
PY 57.26	Salary changes					
PY 57.27	Deduction register					
PY 57.28	Error log					
PY 57.29	Federal 941 report					
PY 57.30	Earned income credit report					
PY 57.31	Payroll proof report					
PY 57.32	Employee balances report					
PY 57.33	Arrears report					
PY 57.34	Longevity report					
PY 57.35	Retroactive pay					
PY 57.36	Payroll costs by project supporting federal reimbursement					
PY 58.00	Vacation report for vacation being paid off.					
PY 59.00	CTO report for employees getting paid off for one year old CTO.					
PY 60.00	Payroll register, deduction and other earnings report, leave balance report (vacation, sick leave, HIL, CTO).					
PY 61.00	Tracking reports linked to work distribution fields.					
PY 62.00	The system must be able to produce management buy-back information. Automation of check / warrants.					
PY 63.00	The system must be able to automate the distribution and recovery of reports.					